

ADULT PASSPORT RENEWAL BY MAIL

FORM DS-82

U.S. Embassy Tegucigalpa Honduras



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A renewal application applies only when you are renewing your previous, 10-year validity U.S. passport or passport card issued less than 15 years ago.

ELIGIBILITY

You may renew by mail if all the following applies. Your passport or passport card is:

- In your possession
- Undamaged.
- Issued when you were 16 years of age or older.
- Issued within the last 15 years.
- Issued with a 10-year validity; and
- Issued in your current name OR you have changed your name since your passport or passport card was issued and can submit legal documentation to prove this change.

NOTE: Not all adult passports or passport cards are eligible to be renewed by mail.

Lost/stolen/mutilated passports DO NOT meet criteria for the mail-in service. If you do not meet the above criteria, you should follow the regular process as if your case was an adult renewal and request an appointment at the U.S. Embassy in Honduras at <https://hn.usembassy.gov/u-s-citizen-services/passports/>

Social Security Numbers

- If you have been issued a social security number, you must provide it on your application for a U.S. passport. **Missing or incorrect social security numbers will delay your application.**
- If the name on your social security record does not match the name on your passport application, please make sure that you have completed question 9 on the form – 'List all other names you have used'.
- If you have never been issued a social security number, you must submit [this signed form \(PDF, 284 KB\)](#) along with your application. This declaration does not need to be notarized.
- If you are in Honduras and do not know your social security number, or require a new or replacement Social Security number card, you should contact the [Federal Benefits Unit at the U.S. Embassy in Costa Rica](#).

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HOW DO I APPLY

Please read and follow the instructions very carefully. Failure to do so, may result in significant delays or rejection of your U.S. Passport renewal.

WHAT TO MAIL TO THE EMBASSY

- A completed, legible, and **signed** Form DS-82. Please be informed that the signature in the application should be the same as in the previous passport.

Application form – Form DS-82 <https://eforms.state.gov/Forms/ds82.PDF>

- Your most recent U.S. passport book/or card (+ a copy of each)
- One (1) recent photograph, in color, size 2" x 2", with a white background and full front view. Photos that do not meet these requirements will not be accepted.
- If applicable: Evidence of Change of Name – e.g., Marriage Certificate, Statutory Declaration or Court Order (name change must have taken place after your passport was issued)
- L 3,185.00 Honduran Lempiras non-refundable application fee (No cash accepted. See payment instructions below under Fees and Acceptable payment methods). If you wish to also renew a passport card, there is an additional fee of L 735.00.



Passport Photo Sample

NOTE:

During the processing period, a Consular Officer may also request additional documents in support of your application. Applications with incomplete or incorrect information or applications received without all required documents will face delays.

NOTE: Please only include only ONE application and ONE fee per envelope.

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MAILING INSTRUCTIONS

- Mail your application and all required documents using [Cargo Expreso](#) (Please visit this link to locate the Cargo Expreso nearest to you) to the following address:

Embajada de Estados Unidos-Tegucigalpa
Avenida La Paz
Tegucigalpa, Honduras
Atención: ACS/Consulado – DS-82

COURIER SERVICE PROCESS

1. Applicants submit documents to [Cargo Expreso](#) (Please visit this link to locate the Cargo Expreso nearest to you or call +504 2280-5300). The applicant must pay the fee for shipment of the application to the Embassy at this time.
2. Documents are sent to the U.S. Embassy in Honduras in a sealed envelope provided by the agency.
3. The U.S. Embassy processes the applications upon receipt of the documents. An incorrect or missing fee payment will result in no processing and return of all documents.
4. Once it is ready, the new passport will be sent back to the agency along with the cancelled previous passport using a new Cargo Expreso shipment guide also known as Servicio Collect.
5. Cargo Expreso will then deliver the package to the applicant, and they will charge the return shipment fee at that time. The delivery can be at a Cargo Expreso Agency or at the address previously provided by the applicant on their passport application.

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FEES AND ACCEPTABLE PAYMENT METHODS

- **Pay online via Pay.Gov:**

Qualifying adult passport renewal applicants can pay the \$130 passport renewal fee online, via a US or international credit or debit card, electronic funds transfer from a bank account headquartered in the US, Amazon Pay, or Pay Pal. Online fee payment is currently available only for passport book renewals. If you want to renew or apply for a passport card, you must use the payment method through a cashier's check (instructions below) or schedule an appointment to apply in person at the Embassy or Consulate closest to you.

Follow this [link](#) to submit your payment through the secure US government payment site. In the name fields use your current legal name, even if it is different from the name that appears on your old passport. If you are making a payment on behalf of another passport renewal applicant, please enter their name. All fields are required. After successfully paying the fee, you must print the electronic payment confirmation that you will receive by email and include it in the package that you will send to the embassy.

- **Pay with cashier's check from any Honduran bank:**

How much to pay: 3,185.00 in Honduran Lempiras via cashier's check from any Honduran bank. The cashier's check must be made out to/written to **"UNITED STATES DISBURSING OFFICER SYMBOL # 8769"**. If the name on the check is not written exactly as above, it will be returned to the customer. Common mistakes are to write the check to the U.S. Embassy or Embajada Americana; those checks will not be accepted. Checks written "al portador" will also not be accepted.

If you request a passport card renewal, please include 735.00 Honduran Lempiras in addition to the payment check for the passport. In this case, (passport book + passport card) the total on the check should be: 3,920.00 Honduran Lempiras

Note: To get a cashier's check from a Honduran bank, an active local bank account is required.

- Please take into consideration: there is no expedited service outside the United States. Please do not include fees other than those stated on this page. Payments made in the incorrect amount cannot be accepted.

We cannot accept personal checks, credit cards, or cash.

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Please take note of the following:

The courier agency personnel will not review your documents to verify if they are correct/complete. Upon receiving the envelope at the U.S. Embassy, our staff will review your documents.

If the payment check is not correct, you will receive an email as notification for you to pick up your envelope at the courier agency with an "Information Request Letter" indicating why the payment check is incorrect, along with all your original documents. Once you correct the payment check, you will have to repeat the process, including paying again for the mailing labels.

If the documents are not correct/complete, you will receive an email with an "Information Request Letter" indicating what needs to be provided. If any physical/original document is required, you will need to purchase a new mailing label at the same courier agency to send us the documents.

PROCESSING TIME

- Please check with the courier companies for delivery times for shipments from/to the embassy. The Embassy will take up to four (4) weeks from receiving the envelope to process and send your new passport to the same courier agency.
- Passport applications are sent to the United States for printing. The process takes approximately fourteen business days. Your process will be delayed significantly if you are missing any of the requested documents. Consider at least four weeks to get your new passport using this renewal process.
- If you need a new U.S. passport in less than four weeks, you should request an appointment to appear in person at the Embassy in Tegucigalpa as you may require an emergency passport.
- Emergency passports for citizens with immediate travel plans to the U.S. remain available. Please contact the American Citizen Services Unit at usahonduras@state.gov to request an appointment for an emergency passport. Please come prepared to the Embassy with all the required documents. A full list of requirements can be found here: <https://hn.usembassy.gov/u-s-citizen-services/passports/>.